



Attachment 2: Instructions for registration of businesses under Article 9 of GACC Decree 248 to fill online single window application form

Step 1: The website to the form can be found through the following [link](https://app.singlewindow.cn/userserver/user/userEtpsRegister/choseRgtWay?service=https%3A%2F%2Fswapp.singlewindow.cn%2Fdeskserver%2Fj_spring_cas_security_check) - https://app.singlewindow.cn/userserver/user/userEtpsRegister/choseRgtWay?service=https%3A%2F%2Fswapp.singlewindow.cn%2Fdeskserver%2Fj_spring_cas_security_check. This link will take you to the below page. Click on the blue globe for overseas establishment registration as shown by the red arrow.

中国国际贸易单一窗口
China International Trade Single Window

企业用户包括管理员与操作员两种账号。
一家企业只能注册一个管理员，可注册多个操作员；须先注册管理员才能注册操作员。

注册方式选择

- 企业用户注册
从事国际贸易进出口环节各类业务的企业法人或其他组织
- 个人用户注册
从事国际贸易进出口环节各类业务的自然人用户
- 事业单位注册
从事国际贸易进出口环节各类业务的事业单位法人
- 境外企业注册
从事国际贸易进出口环节各类业务的境外企业法人或其他组织

Please click the blue globe

Step 2: After clicking on the blue globe, a [new page](#) will appear (refer below). This is the online application form.

海外注册

原产地:

税号:

统一社会信用代码:

工作单位:

工作部门:

工作职务:

联系人:

联系电话:

传真号码:

电子邮箱:

备注:

注册

Step 3: Fill in the form (below is the unofficial translation of the form)

境外账号注册 Overseas account registration

账号信息 Account information

*用户名 Username (6-18 digits of English letters, or letters combined with numbers) [Control]

*密码 Password (6 to 16 digits of lower-or higher-case letters with numbers and symbols) [Control]

*确认密码 Password confirmation [Control]

*所在国家或地区 Located country or region [Control]

*工作单位 Work organisation [Control]

工作部门 Work division in the organisation [Control]

工作职务 Work position [Control]

*联系人 Contact person [Control]

*联系电话 Contact phone [Control]

联系传真 Contact fax [Control]

联系手机 Contact mobile phone [Control]

*联系地址 Contact address [Control]

*联系邮箱 Contact email [Control]

备注 Remark [Control]

立即注册 Submit the form immediately

Page Break

Step 4: Once registered successfully you will be automatically directed to the below [logon platform](https://app.singlewindow.cn/cas/login?service=https%3A%2F%2Fapp.singlewindow.cn%2Fuserserver%2Fj_spring_cas_security_check) (https://app.singlewindow.cn/cas/login?service=https%3A%2F%2Fapp.singlewindow.cn%2Fuserserver%2Fj_spring_cas_security_check)



The screenshot shows the login interface of the China International Trade Single Window. At the top, there is a logo and the text '中国国际贸易单一窗口' (China International Trade Single Window) and 'China International Trade Single Window'. Below this, there are two tabs: '账户登录' (Account Login) and '卡介质' (Card Medium). The main form contains three input fields: '用户名' (Username), '密码' (Password), and '验证码' (Verification Code). A blue '登录' (Login) button is positioned below the input fields. At the bottom of the form, there are links for '立即注册' (Register Immediately), '忘记密码' (Forgot Password), and '忘记用户名' (Forgot Username). At the very bottom, there are links for '手机盾' (Mobile Shield) and '客户端控件下载' (Client Control Download).

Step 5: Fill out login platform details. Below in an unofficial translation of [the logon platform](#)

中国国际贸易单一窗口 China International Trade Single Window		
用户名 Username		
密码 Password		
验证码 Verification code (If the code on the right side cannot be seen clearly, please click it to change for a new code)		
登录 Logon		
立即注册 Register immediately	忘记密码 Forgot password?	忘记用户名 Forgot username?
手机盾 Mobile phone shield		客户端控件加载 Client control APP download

Once login is completed, there are no more steps for users and you are successfully registered. GACC may use the logon platform to request users to provide extra information or provide further guidance on next steps at a later date.